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RECORDS MAINTENANCE

(Records Surveys etc —

A. DDS

A "Conserva-a-File V" type shelf file unit was installed for the Personnel Recruitment Division saving 54 sq. ft. of floor space over their previously used "Pro-File" cabinets - The installation of "Fullspace" type shelving in the Office of Logistics was completed increasing the filing capacity by 1185 cu ft in 89 sq ft less floor space.

B DDS&T

Four sections of old shelving moved out of Logistics were transferred to meet a need in the Office of Research and Development, for a savings of 54 sq. ft of floor space over old cabinets and a cost avoidance of approximately $420.

C DDP

RID personnel were shown the first motorized installation of Fullspace shelving - Study continues —

D, DDI

CRS/GR is reviewing our proposal to microfilm its Photo Caption file being stored 50 years in the Records Center the plan will save 124 feet at the Center and 18 ft in Hq.

Vital Records etc

A. Deposits and Schedules

this quarter 291 cu. ft of current Vital etc Schedule revisions for six offices were completed —

B. Appraisal

A detailed analysis of the [illegible] completed last year recommendations for policy and procedural changes have been submitted to Deputy

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(Inventories)

A

ok as is on Page 3

Program Development

(Guidance)

A. Records Orientation

1. (as is)

2. Presentations on the Agency Records Program were given to 15 Career Trainees (2 Hrs) and to 52 employees at the DDS Trends course (5 Hrs).

3, Vital Records techniques were presented at the National Archives Seminar for 33 students

(4) Briefings on the Records Program were provided new Records Officers assigned in the Office of the DDI and Office of ELINT.

B. Records Training

Five members of the staff received training or briefings on Automation, Microfilming & File Systems

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